

STATE OF CALIFORNIA

**STATE RECORDS CENTER REFERENCE REQUEST**

STD. 76 (REV. 12/2003)

 DISTRIBUTION: <sup>1</sup> } STATE RECORDS CENTER  
<sup>2</sup> }  
<sup>3</sup> }  
<sup>4</sup> — AGENCY
**AGENCY - RETAIN ONE COPY UNTIL RECORD(S) RECEIVED**

DEPARTMENT		UNIT	<b>SRC STORAGE INFO</b>	LOCATION NUMBER	
ADDRESS AND ROOM NUMBER				LIST NUMBER	CONTAINER NUMBER
CITY	ZIP CODE			<input type="checkbox"/> BOX	<input type="checkbox"/> SHELF <input type="checkbox"/> DRAWER
REQUESTED BY		PHONE		DATE	
INTERNET ADDRESS			RECORD TITLE OR FILE NUMBER		
<b>COMMENTS</b> <input type="checkbox"/> TO SRC <input type="checkbox"/> FROM SRC					
<b>FOR SRC USE ONLY</b> <input type="checkbox"/> NOT IN FILE <input type="checkbox"/> WRONG LOCATION			<input type="checkbox"/> CHECK HERE FOR ENTIRE BOX		
OUT TO					INITIALS

**DO NOT REMOVE THIS TAG**